Team Registration

Team Registration
Registration Guidelines

1. Team Name: Name selected by the Sponsor or the Team

2. Team Type: Divisional Improvement Team; Cross-functional Improvement Team; Program, Platform, or Project Team, etc.

3. Date: Date that the team is chartered

4. Sponsor: Name and phone extension

5. Customer: Organization - the division, R&D, Manufacturing, etc.
   Individual - Customer may be an individual or name of the contact for the organization above

6. Current Situation: Data which supports the formation of the team. Survey results, inconsistent outputs, improvement suggestions from the workforce, etc.

7. Charter Issue Statement: Clear, focused statement of the issue that the team is to address. If possible the Sponsor should frame this as a Problem Statement, stating the issue and the resulting consequences.

8. Business Justification: Statement of what the improvement or resolution of the issue will affect. This should related to the consequences of the issue as stated above.

9. Milestone Description: Major milestones that the Sponsor asks the team to deliver. There is a default for the first milestone: the team review, refine and finalize the Problem Statement with the Sponsor. Other milestones might include updates on a given frequency, final reports, presentations, etc.

10. Resources: Please name the Team Leader, Facilitator and Team Members.

Note: If you cannot define the customer, the reason (data) for forming the team, a clear problem statement, and the business justification, you should not charter the team.

Send completed forms to Pat Grantham

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